# Welcome to Memorial Baptist Church

Pastor Joe Nogalski, Sr.



Celebrating over 50 years of Ministry

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Memorial Baptist Church offers the area a Bible believing church. MBC believes the Bible is inspired by God and that every word is important for life. Please see attached the Baptist Faith and Message. The Baptist Faith and Message is the doctrinal statement of the Southern Baptist Convention which has been adopted by the membership of MBC.

Memorial Baptist Church accepts members as stated in the Church Constitution. As voted by the church new members must be first interviewed by the Pastor and one Deacon. The new member's interview is to make sure of one's salvation experience, baptism, and doctrinal beliefs. The interview process also allows for members to ask questions and understand church policy. New members are then presented to the Church body during one of our services and voted on.

Memorial Baptist Church has quarterly business meetings. Each month the budget is put out for membership review. During the quarterly meeting we review spending and items are voted on that are not covered n the budget. Each member has opportunity to share their concerns and desires during the business meeting. MBC has a wonderful spirit in the business meetings that brings honor and glory to God. The purpose of business meetings is not to get one's personal way but to seek God's direction for MBC. Members are encouraged to come prayed up and in tune with God's Word and Spirit.

Memorial Baptist Church strives to find ways for everyone to serve Christ within this local body. God places people within this local body with specific talents and gifts that are to be used for His glory. MBC looks for where God would have you serve and is open to new ministries as we grow for God. Each member has a purpose and special place at MBC.

Memorial Baptist Church is funded by faithful people who give their tithes and offering to God. MBC does not use fund raising for the general operation of the Church. MBC trusts the faithfulness of God and its' members to meet our weekly budget.

## What does Memorial Baptist Church have to offer?

# MBC offers families a place to worship that glorifies God and benefits the entire family.

- ✓ Fundamentally sound preaching.
- ✓ Blended and engaging worship services.
- ✓ Children Programs:
  - A full Junior Church
  - Kids Khoir
  - Vacation Bible School
  - Well staffed Nursery "Joy Junction"
  - Upward basketball
  - Upward soccer
  - Sunday morning Bible time
  - AWANA
- ✓ Youth Programs
  - MBC has on staff a full time youth pastor to minister to area youth
  - Weekly Bible Studies
  - Youth Activities
  - Youth Camps and retreats
- ✓ Music: MBC offers opportunities to sing in the choir, adult & children, praise teams and groups.
- ✓ Sunday AM Bible Study for every age
- ✓ Wednesday night Prayer and Bible Study
- ✓ In Home Bible Studies
- ✓ MBC offers families ways to get involved in missions reaching our area and the world for Christ.
- ✓ Monthly ladies meetings
- ✓ Secret Sisters
- ✓ MBC is a unified Church that is moving forward for Christ with one voice and one Spirit.



Pastor Joe Nogalski and Family

Pastor Joe and his family accepted the call to pastor MBC in May of 2002. The Nogalski's have seen God bless and work in a powerful way over the past several years and feel blessed to be a part of MBC during this time of growth.

Pastor Joe has pastored in Dahlgren, and Grantsburg IL. Prior to his pastoral experiences he also worked as a Christian School Administrator, Bible teacher, Youth Director, and as an Associate Pastor. The Nogalski Family is praying that this will be where God keeps them for years to come and well into retirement.

Pastor Joe was called to the ministry when he was 16 years of age. Bro. Joe did not grow up in a Christian family but heard the gospel from the testimony of his brother Bob who is now also pastoring. Bro. Joe grew up in a housing project in Detroit, Michigan. Upon completion of high school, Bro. Joe attended Baptist Bible College in Springfield, MO. Bro. Joe has been in the ministry in different capacities since graduating in the spring of 1985. In 2002 while serving as pastor in Dahlgren, IL Bro. Joe earned his Master of Divinity from the Southern Baptist Theological Seminary in Louisville, KY.

Pastor Joe's wife, Joyce, also graduated from Baptist Bible College with a degree in children's ministries and she currently leads our Junior Church each week. Bro. Joe and Joyce have two children, Janay and Joey, who are active in the Youth Department.



Pastor Mark West & Family

The West Family accepted the call to ministry as Youth/Associate Pastor of MBC in September 2011. Prior to coming to MBC, Mark served in a bi-vocation Youth Ministry position in Winfield, MO and as Youth Pastor in Lexington, KY while attending seminary.

Mark and Nicole met while attending Southwest Baptist University in Bolivar, MO where Mark earned his BA degree in Religious Education with an emphasis in Youth Ministry and Nicole earned a BS in Psychology and in Sociology. Following College, God called Mark and Nicole to Eastern Kentucky where Nicole began work on a Masters in Psychology. God used that season in life to refine the desires of their hearts, giving Nicole the passion to be a stay at home mom someday and Mark the desire to seek more education. Following that season, Mark earned a MA in Youth Ministry from Asbury Theological Seminary.

Mark and Nicole were married in 2001 and currently have three children: Jonah (2007), Micah (2009) and Katelyn (2010).

#### Active Deacons



# Left to Right: Bruce Liggett, John Plummer, Mike Cook, Bob Gerling, and Jeff Krueger.

## **Sunday School Teachers**

Preschool 1 Elana Young
Preschool 2 Connie Doerr

Preschool 3 Gloria Dahl & Kaela Krueger

Children 1 Connie Kohlbusch
Children 2 Julie Conner
Children 3 Clyde Ruegge
Youth 1 Mike Cook
Youth 2 Mark West

College & Career Chip & Shelley Stutzman

Adult 1 Dan Long Adult 2 Rich Ruegge

Adult 3 Paula Pruessner /Vera Gerling

## **Other Ministry Leaders**

Music Coordinator:

Song Leader

Nursery Coordinator

Junior Church

Kids Khoir

Diane Hoerstkamp

Jeff Krueger

Elana Young

Joyce Nogalski

Amy Johnson

Upward Basketball Kyle Kruse & Dan Long
Upward Soccer Rick & Amy Johnson
AWANA Alicia Gerling & Joyce

Bible Drill Team Joyce Nogalski

# **CHURCH CONSTITUTION**

## **PREAMBLE**

Being a New Testament Church, we hold the New Testament as our authority in matters of faith and practice. We declare and establish these guidelines for the preservation and security of the principles of our faith, that this body may be governed in an orderly manner. These guidelines are to direct the operation of this church in line with the teachings of the New Testament. They are an effort to preserve and protect the liberties of each individual member of this church and the freedom of action of this body in its relation to other churches of the same faith.

## I. NAME

This body shall be known as Memorial Baptist Church of New Haven, Missouri.

## II. CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel throughout all nations.

We also engage to maintain family and secret devotions; to educate our children religiously; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings; to be faithful in our engagements and exemplary in our deportment; to keep our bodies as the temple of the Holy Spirit; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and courtesy of speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place, we will as soon as possible unite with some other church, where we can carry out the spirit of this covenant and the principles of God's Word.

## III. DOCTRINE

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. We adhere to the guidelines set forth in the Baptist Faith and Message.

We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are Baptism and the Lord's Supper.

## IV. POLICY

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body. Insofar as is practical, this church will cooperate with and support the Franklin County Baptist Association, the Missouri Baptist Convention, and the Southern Baptist Convention. The church year begins September 1-October 30 and the fiscal year will be January 1- December 31.

## V. MEMBERSHIP

## Section 1 General

Under the Lordship of Jesus Christ:

- (1) This is a sovereign and democratic Baptist Church
- (2) The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of this church.
- (3) The membership reserves the right to determine who shall be members of this church and conditions of such membership.

# Section 2 Candidacy

Any person may present himself as a candidate for membership of this church. All such candidates shall be presented to the church at any scheduled worship service for membership in any of the following ways:

- (1) By profession of faith and for believer's baptism by immersion according to the policies of this church.
- (2) By promise of letter from another Baptist church of like faith and order.
- (3) Upon a statement of prior conversion experience and having been baptized by immersion in believer's baptism into a church of like faith and order when no letter is obtainable.

# Section 3 **Termination of Membership**

Membership shall be terminated in the following ways:

- (1) Death
- (2) Request of letter by another Baptist Church
- (3) Exclusion by action of this church\*
- (4) Upon becoming affiliated with a church of another faith or denomination.

\*Should a member become an offense to the church and its good name by reason of immoral or unchristian conduct, or by persistent breach of his covenant vows, or nonsupport of the church, the church may terminate his membership by a majority vote of those members present and voting, but only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and amendment.

## VI. INCORPORATION

The title to the property of this church shall be vested in a corporation consisting of the members of the Memorial Baptist Church, New Haven, Missouri, acting through the Board of Trustees under the Articles of Incorporation under the laws of the state of Missouri.

## VII. OFFICERS

#### Section 1 Pastor

The pastor is responsible for leading the church in functioning as a New Testament church. The Pastor will (1) lead the congregation, (2) the organizations and (3) the church staff in performing their tasks. A major concern of the Pastor is to perform pastoral responsibilities. The pastor is the leader of worship, proclamation, education, administration and pastoral ministry.

A Pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for t hat purpose, of which notice must be given in a regularly scheduled worship or prayer service.

When a vacancy occurs, a Pastor/Search Committee shall be elected by the church to seek out a Pastor, and their recommendations will constitute a nomination. Any member has the privilege of making recommendations to the Pastor/Search Committee for consideration. The committee shall bring to the consideration of the church only one man at a time. Election shall by ballot, a 75% majority vote of those members present and voting being necessary to extend a call.

The Pastor may relinquish the office of pastor by giving at least two week's notice to the church at the time of resignation. The church may declare the office of pastor to be vacant. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. The meeting may be called upon recommendation of a majority of the personnel committee and the deacons or by written petition signed by not less than one-fourth of the resident church members. The moderator for this meeting shall be designated by the members present by majority vote, and he shall be someone other than the pastor. The vote to declare the office vacant shall be by secret ballot; and affirmative vote of two-thirds of the members present being necessary to declare the office vacant. Except in instances of gross misconduct by the pastor so excluded from office, the church will compensate the pastor with not less than one-twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more that thirty days.

## Section 1a **Interim Pastor**

An interim pastor shall be chosen and called by the church when the resignation of a pastor occurs. He shall be chosen by the elected Pastor/Search Committee and presented at a meeting called for that purpose, in a regular business session, or special called session of which notice must be given in a regularly scheduled worship or prayer service.

His election shall require a 75% majority vote of those members present and voting as stated in the guidelines of calling a regular pastor. Method of voting shall be determined at the meeting.

His service shall end upon the call and approval of a new pastor.

#### Section 2 Church Staff

This church shall call or employ such staff members as the church shall need. A job description shall be written when the need for staff members is determined. Vocational staff members other than the Pastor shall be recommended to the church by the Personnel Committee and employed by church action. A notice must be given in a previous regularly scheduled worship or prayer service before church action is taken.

The secretaries and custodians shall likewise be recommended to the church by the Personnel Committee and employed by church action.

## Section 3 **Deacons**

The number of active deacons shall be set by the church, with at least a minimum of 5. Deacons shall be elected at regular business meetings of the church by a secret ballot. The number of deacons shall be increased based upon need. This need shall be determined by the Deacon Body based upon a per family ratio they feel they can most effectively minister to. If a deacon no longer feels that he can fulfill the responsibilities and obligation of his office, he may request to be placed on inactive status.

The basic requirements for a deacon are found in the Bible: I Timothy 3:8-13. Some specific requirements for a deacon shall be:

- (a) A deacon shall be a man of moral integrity and spiritual maturity. His life shall be clean and pure with no question concerning his basic Christian character. He shall realize that he is a representative of Christ's church and shall be willing to assume the responsibility of conducting himself in a manner that will honor the name of God in every area of his life. The business life of a deacon should be in harmony with Christian principles.
- (b) The deacon should be able and willing to be regular in attendance at deacons' meetings. In case it is not possible for him to be present, he shall be expected to notify the Secretary or the Chairman of the Deacons of his inability to attend. Three consecutive absences without notification shall cause a deacon's term to be terminated

- (c) Inasmuch as one of the requirements of a deacon is that he shall be apt to teach, the deacon should be a participator in the full teaching and training program of the church. He shall seek to be a good steward of his time, giving a fair share of it to church activities. He shall be faithful in attendance at morning and evening worship services, prayer meeting, Bible study and Christian training.
- (d) He shall participate in the financial program of the church. The deacon shall be a good steward of his income, contributing the tithe (10%) as the minimum.
- (e) The wife of a deacon shall share in like manner in Christian consecration and church loyalty.

In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the church. A part of his task is to assist the Pastor in performing pastoral responsibilities.

The deacons shall elect their officers and shall be organized for the consideration of problems related their work. They may organize themselves into committees to serve the church as spiritual leaders. Specific assignments are baptism, the Lord's Supper, benevolence and spiritual growth. Special committees may be needed for special assignments and projects.

## Section 4 Moderator

The moderator shall be the Pastor. In the absence of the Pastor, the Chairman of Deacons shall preside; or in the absence of both, the Clerk shall call the church to order and an acting Moderator shall be elected.

#### Section 5 Clerk

The church shall elect annually a Church Clerk. It shall be the responsibility of the Clerk to keep in a suitable book, a record of all the actions of the church, except as otherwise herein provided. He/she is responsible for keeping a register of the names of members, with the dates of admission, dismissals, or death, together with a record of baptisms. He/she shall issue letter of dismissals voted by the church, preserve or file all communication and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated in these guidelines.

The Church clerk is to collect, use and preserve the historical records of the church such as:

- (a) Legal papers and records
- (b) Minutes
- (c) Membership Records
- (d) Financial Records
- (e) Reports and Records of Organizations
- (f) Church Publications
- (g) Associational & Convention Records
- (h) Pictures and Miscellaneous Materials

## Section 6 Treasurer

The church shall elect annually a Church Treasurer. It shall be the duty of the Treasurer to receive, preserve, and pay out all money, and keep at all times, itemized accounts of all receipts and disbursements.

It shall be the duty of the Treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements for the preceding month. The Treasurer's records shall be audited annually by an auditing committee.

#### Section 7 Church Council

The primary functions of the Council shall be to recommend congregation to the suggested objectives and church goals; to review and coordinate program plans recommended by church organizations, and officers. committees: recommend to the congregation the use of the leadership, calendar time, and other resources according to program priorities; and to evaluate program achievements in terms of church goals and objectives. The Church Council shall consist of all program organization directors, the Pastor and Chairman of the Deacons.

#### Section 8 Trustees

The church shall elect three or more trustees to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters.

New Trustees shall be elected whenever a vacancy occurs or a Trustee asks to be removed from the position.

## VIII COMMITTEES & OFFICERS

"Let all things be done in decency and in order."

I Corinthians 14:40

#### General

The committees of this church shall be a nominating committee, a personnel committee, a church maintenance and grounds committee, a stewardship committee, a day care committee and such other regular and special committees and offices as the church shall authorize. Additional regular committees may be added by amendment procedure prescribed within these bylaws.

The Pastor, the Deacon Chairperson, or designated Deacon, shall be ex-officio members of each and every committee to assist, coordinate and insure that the committees are functioning properly.

# 1. Nominating Committee

- Purpose: This committee shall coordinate the staffing of all church leadership positions filled by volunteers.
- Membership: The Nominating Committee shall consist of (3) three members.
- Term of Office: Members shall be elected for threeyear terms. One member shall be elected each year.

## Responsibilities:

- 1. Select, counsel, and enlist members of the church for all church program leadership responsibilities.
- 2. Recommend enlisted personnel to the church for election.
- 3. Approve substitute workers before they are invited to serve in church-elected positions.
- 4. Recommend church leadership personnel according to program priority needs.

## 2. Personnel Committee

- Purpose: This committee is to assist the staff and church in matters related to all church employees including Day Care. Its work includes staff needs, employment, salaries, benefits, termination and personnel services.
- Membership: The committee shall consist of three (3) members.
- Term of office: Members shall be elected to threeyear terms. One new member shall be elected each year.

# Responsibilities:

- 1. Continually survey the need for additional staff and employees.
- 2. Select, counsel and recommend to the church for calling all church staff personnel.
- 3. Develop and recommend salaries and benefits for all personnel.
- 4. Insure that employment progress files are maintained on all personnel.
- Maintain policies and procedures in the following areas: workdays and hours, pay periods, holidays, vacation, sick leave and benefits.
- 6. Prepare and recommend to the stewardship committee the total personnel salaries and benefits budgets. Administer the budget in accordance with the limit approved.

# 3. Stewardship Committee

- Purpose: This committee is to develop and recommend the church budget and promote stewardship among church members.
- Membership: The committee shall consist of three (3) members.
- Term of office: Members shall be elected for threeyear terms. One member shall be elected each year.

#### 4. Maintenance & Grounds Committee

- Purpose: This committee is to assist the church in matters related to property and building administration. Its work includes maintenance of all church property and facilities.
- Membership: This committee shall consist of three (3) members.
- Term of Office: Members shall be elected for threeyear terms. One new member shall be elected each year.

#### 5. Church Hostess

- Purpose: The Hostess is to direct the policies for the use of the kitchen and kitchen equipment and to supervise the food services of the church in purchase, preparation, service and clean-up.
- Term of Office: The Hostess shall serve a one-year term.

## 6. Music Director

Purpose: The Music Director shall develop and administer a church-wide music ministry for all age groups.

Term of Office: The Music Director shall serve a one year term.

# 7. Missions Ministry Team

Purpose: To supervise the activities and the budget of all mission endeavors of Memorial Baptist Church. The mandate of this Team is the Great Commission, which says, "Go therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age." Matt. 28:19-20

The Challenge: Based on our command to make disciples, we must strive to provide a balanced approach (to make a distinction) soul-winning/converting between teaching/equipping. Based on Acts 1:8, which says, in part, "....and you shall be witnesses to Me in Jerusalem, and in all Judea and Samaria, and to the end of the earth," our goal must be to provide a balanced approach to local, state, national, and international missions.

Membership and Term of Office: In addition to and except for ex-officio membership (as specified within the General statement of article VIII of the Church Constitution), the committee's membership shall consist of 5-7 individuals who are members of MBC, each serving a three year term, having no direct leadership interest in any of our ongoing major mission endeavors. One new member shall be elected each year.

## 8. Preschool Coordinator

Purpose: To coordinate the church's preschool activities and provide nursery personnel as needed.

Term of Office: The Preschool Coordinator shall be elected for a one-year term.

#### 9. Recreation Director

Purpose: The Recreation Director is to serve the entire church by seeing that all recreational activities of any organizational unit are properly planned and that they contribute to the ultimate purpose of the church.

Term of Office: The Recreation Director shall be elected for a one-year term.

# IX EDUCATIONAL MINISTRIES

#### Section 1 General

All organizations of the church shall be under church control, all officers being elected by the church and reporting regularly to the church. It is understood that the Pastor is an ex-officio officer of all the organizations named, and his leadership is to be recognized in them. All church-elected and appointed officers and workers of all organizations must be members of the church.

# Section 2 Bible Study

There shall be a Bible Study organization, divided into departments and classes for all ages, and conducted under the guidance of a general director. Bible Study is to be conducted each Sunday morning.

The task of the Bible Study organization shall be to teach the Biblical revelation; lead in reaching all prospects for the church; lead all church members to worship, witness, learn, and minister daily; provide and interpret information regarding the work of the church and denomination.

# Section 3 Library

There shall be a church library. The church library will serve as the resource center for the church. The church library staff will seek to provide and promote the use of printed and audio-visual resources. The staff will also provide consultation to church leaders and members in the use of printed and audio-visual resources

#### X. CHURCH MEETINGS

# Section 1 Worship Services

The church shall meet regularly each Sunday morning and evening for preaching, instruction, evangelism, and for the worship of Almighty God, and on Wednesday evening for Prayer and Bible study. These meetings shall be conducted under the direction of the Pastor.

# Section 2 Regular Business Meetings

Regular business meetings shall be held monthly on the Wednesday following the second Sunday of the month.

# Section 3 Special Business Meetings

Should there be any business or matter of interest to be considered prior to the regular business meeting, a special business meeting may be held with notice given to the membership at least one regularly scheduled worship service prior to the meeting.

# Section 4 Quorum

The quorum consists of ten (10) percent of the resident members of the church.

# Section 5 Voting Rights

All members of the church are entitled to participate at all business meetings, provided the member is present, or when provision is made for absentee balloting. A member may be excluded from voting if they have been absent from church attendance for an excessively long period of time and have failed to live a Christian life in accordance with the guidelines outlined in the church bylaws until such time as that member has shown evidence of true Christian reformation

# Section 6 Parliamentary Rules

Robert's Rules of Order is to be used as a guide for Parliamentary Rule.

# Section 7 Licensing and Ordination of Ministers

# A. Licensing

1. The church shall upon request of one of its members, upon careful consideration, license any man that gives evidence of divine call and willingness to surrender to that call.

#### B. Ordination

- 1. The church shall require its pastor and other fulltime staff members to seek ordination.
- 2. The procedure for ordination shall be as follows:

The Chairman of the Deacons shall form an Ordination Committee composed of church members and leaders for parliamentary questioning. This questioning shall cover the following areas:

Doctrine Polity

Personal Belief

Philosophy of Ministry

Upon successful completion of this step, the candidate shall be recommended to the church as a candidate for ordination. An ordination council composed of local ordained pastors shall be called. The candidate will answer any and all questions addressed to him by this council. Upon recommendation by the Ordination Council, the church shall by majority vote request the ordination of the candidate.

## XI CHURCH FINANCES

- A. This church shall be financed by the tithes and offering of its members.
- B. The proposed church budget shall be presented to the church membership at the regular November business meeting. It shall be voted on in the regular business meeting of the church in December.

#### XII ORDINANCES

# Section 1 Baptism

Baptism is a symbolic act signifying the death, burial and resurrection of our Lord Jesus Christ. (Rom. 6:3-4). It is performed in obedience to His commandment. (Matt. 28:19-20)

- A. A person who receives Jesus Christ as Savior by personal faith; who professes Him publicly at any worship service; and who indicates a commitment to follow Christ as Lord, shall be received for Baptism.
- B. Baptism shall be by immersion in water.
- Baptism shall be administered by the Pastor or whomever the church shall authorize.

# Section 2 The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby members of Memorial Baptist Church (and members of churches of like faith and order), through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

- A. The Lord's Supper shall be observed regularly in a manner that brings the highest honor to the observance.
- B. The pastor and deacons shall be responsible for the administration of the Lord's Supper.

C. The deacons shall be responsible for the physical preparation of the Lord's Supper.

## XIII AMENDMENTS

Amendments to these by-laws shall be made at any regular business meeting of the church, provided such amendment shall have been presented in writing at the previous regular business meeting, and copies of the proposed amendments are furnished to each member present. An affirmative vote of three-fourths of the members present shall be required for ratification of such amendments.